

COUNTY OF LOS ANGELES- DEPARTMENT OF MENTAL HEALTH

**CHILDREN'S SYSTEMS OF CARE
SERVICE AREA 3 – SPECILIZED FOSTER CARE PROGRAM**

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION
COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

INTERMEDIATE TYPIST CLERK

The Specialized Foster Care Program in Service Area 3 is recruiting to fill an Intermediate Typist Clerk position. This position requires answering phones, data entry, filing and flexibility.

EXAMPLES OF DUTIES:

- Answers telephones, take messages for staff and routes calls appropriately.
- Ensures all clinical charts are filed and stored according to State medical standards
- Ensures all units of service, MAA and COS billing is imputed by the state designated deadlines.
- Ensures that all billing by staff is turned in by due date, alerting supervisor of missing documentation.
- Assist Program staff in completing periodic assignments requiring data collection, creation of new forms, etc.
- Recognizes the need for revisions in office, clerical and secretarial procedures and makes recommendations regarding such changes.
- Acts as intermediary between supervisor and staff, transmitting messages, orders, and requests both written and verbal.
- Operates personal computer (Microsoft Word, Excel, Outlook, etc.)
- Checks documents for completeness, accuracy and compliance and other requirements.
- Assumes responsibility as assigned for performing other special duties related to the overall operation of the unit, i.e., processing mail, photocopying, monitoring request for time off and faxing.

DESIRABLE QUALIFICATIONS:

1. Good written and oral communication skills
2. Strong interpersonal skills
3. Strong computer knowledge
4. Knowledge of IS reports and experience in entering Units of service a plus

Individuals holding the title of Intermediate Typist Clerk should **fax or e-mail** their resume, last two master time cards, and last two (2) Performance Evaluations on or before **November 22, 2013:**

For Additional Information Please Contact:
Manuel Rosas Jr. LCSW (626) 459-8836
Rosemary Ortiz (626) 455-4598

Fax: (626) 455-4608 E-mail: mmrosas@dmh.lacounty.gov or roortiz@dmh.lacounty.gov

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AN EQUAL OPPORTUNITY EMPLOYER

